

3478 Mundy Avenue
Swartz Creek, MI 48473
810.655.3893



Received: _____

Case No. _____

ZONING BOARD OF APPEALS APPLICATION

Property Owner Information

Name _____

Address _____

City _____ State _____ Zip _____

Applicant Information

Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

If the applicant is any person or entity other than the property owner, documentation of the owner's consent must be submitted at the time of application.

***THE APPLICANT IS RESPONSIBLE FOR ALL FEES AND EXPENSES INCURRED ON BEHALF OF THIS APPLICATION.**

Meeting Date: _____

Request (choose one)

APPEAL

VARIANCE

Property Address: _____ Parcel No. _____

Explanation: _____

All above statements are true to the best of my knowledge and permission is hereby granted to give authority to any representative of the township to go on or about the property.

Signature of Applicant: _____ Date _____

***PLEASE SEE ATTACHED FEE INFORMATION AND MEETING/DEADLINE SCHEDULE
ALL PROCEEDINGS ARE SUBJECT TO THE ZBA PROCEDURAL RULES.
Incomplete Applications will NOT be accepted.**

APPLICATION FEES

Escrow Deposit	\$1,000.00 (Required with any submittal)
Variance Request	\$125.00 per variance
Appeal	\$75.00 per request
Special Meeting	\$800.00 per request

Payments of \$500.00 will be required when the balance falls below \$500.00.
(Resolution No. 04-20 Approved: 10-25-04 and Resolution 05-10 Approved: 05-23-05)

ALL expenses and costs incurred by the township will be billed to the escrow account at 112%. (Resolution No. 04-17 Approved: 10-11-04)

SUBMITTAL DOCUMENTS

Fifteen (15) sets of documentation must be provided at the time of application.

MEETING / DEADLINE SCHEDULE

APPLICATIONS & FEES ARE DUE BY 4:00 pm

Meeting dates:

January 25

March 22

July 26

September 27

October 25

Deadline dates:

December 29, 2016

February 23

June 29

August 24

September 28